

 <div style="text-align: center;"> <b>STATE OF ALASKA</b>  <b>DEPARTMENT OF TRANSPORTATION</b>  <b>AND PUBLIC FACILITIES</b> </div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER <div style="text-align: center; font-weight: bold;">11.05.040</div>	PAGE <div style="text-align: center;">1 of 4</div>
		EFFECTIVE DATE <div style="text-align: center;">June 16, 2000</div>	
SUBJECT <div style="text-align: center; font-weight: bold;">Vehicle Disposal</div>		SUPERSEDES <div style="text-align: center;">DPDR 11.05.040</div>	DATED <div style="text-align: center;">4/2/1996</div>
TITLE <div style="text-align: center; font-weight: bold;">State Equipment Fleet</div>	CHAPTER <div style="text-align: center; font-weight: bold;">Equipment Assignment, Replacement, and Disposal</div>	APPROVED BY	

## PURPOSE AND SCOPE

### Introduction:

This procedure describes the method and process for reporting excess vehicles and equipment, and disposal through public or negotiated sales and donations.

### Responsibility/Performance:

User Agencies:	Report and turn-in all excess vehicles and equipment to the Regional State Equipment Fleet (SEF) Manager.
Regional SEF Manager:	Accept, determine condition, and report all excess equipment to SEF Headquarters.
SEF Headquarters (SEF-HQ):	Arrange for disposal of all excess vehicles and equipment.
Commissioner's Office (or designee):	Approve all negotiated sales and donations.

### Reference:

Alaska Statute 36.30.005, 44.68.110

## DISTRIBUTION

All Holders of the Procedures Manual, SEF Procedure Manual Holders.

## PROCEDURE

### A. User Agencies.

Report and turn-in all excess vehicles and equipment, including agency owned assets, to the Regional SEF Manager. All non-rental vehicles must have a Field

Excess Report (Attachment A) signed and completed by the losing custodian prior to turn-in. Where federal funds are involved an account receivable code must be annotated on the bottom of the excess report with the percentage of federal funds involved.

#### B. Regional SEF Managers.

Receive and report to the SEF-HQ office all excess vehicles and equipment using the appropriate Equipment Management System (EMS) function. The current mileage/hours, vehicle condition, and in the case of heavy equipment or items with a minimum bid the estimated sale value must be included in the reporting process. Copies of the Field Excess Report will be forwarded for all non-rentals excessed. Requests for negotiated sale or donation will be immediately forwarded to the SEF-HQ office. No negotiations/donations shall be handled at the regional level.

1. Equipment that has been damaged, cannibalized, or otherwise altered must have approval documentation such as a Property Salvage Destruction Request or Liability Accident Notice in the file showing disposition of the unit at the time of the alteration. If the documentation has not been done the agency is liable and will be billed for any loss in salvage value incurred when the unit is sold.
2. Light duty vehicles in areas covered by IM regulations that require an IM test prior to sale will have a current certificate of compliance or non-compliance in the vehicle file at the sale. Users turning in Non and Dry rental units must have a certificate prior to turn-in. If they choose to do so, they may have SEF perform the service on a billable work order.

#### C. SEF Headquarters.

1. Determine final disposal of all excess vehicles and equipment. Avenues of disposal include:
  - a. An outcry auction, sealed bid, or spot bid public sale which can be performed by SEF-HQ or contracted out to the Department of Administration, Property Disposal Office.
  - b. Sales to state and political subdivisions, other governments, public procurement units, or external procurement activities as defined in AS 36.30.790 can be performed by SEF-HQ. The approval of the Commissioner of DOT&PF or designee is required for all negotiated sales.
2. All disposed units will be reported in the proper EMS function for final disposition. Proceeds from the sale are distributed as follows:
  - a. SEF vehicles and equipment monies are returned to the Highway Equipment Working Capital Fund.

- b. Sale proceeds for vehicles and equipment belonging to Anchorage and Fairbanks International Airports are returned to the appropriate receipt fund for the airports.
- c. Non-rentals purchased with federal funds are credited to the respective accounts receivable code or Airport Improvement Program credit account. The percentage of federal funds used and coding must be on all Field Excess Reports.
- d. Non-rental sale proceeds with no federal dollar participation are placed in the General Fund.

Records detailing the disposition of each excess item, including to whom sold and monies retrieved are to be maintained by the SEF-HQ office.

**Attachment:**

Attachment A: Field Excess Report.

DEPT OF TRANSPORTATION & PUBLIC FACILITIES

# FIELD EXCESS REPORT

REPORT # \_\_\_\_\_

DATE \_\_\_\_\_

FOR PROPERTY CONTROL USE ONLY

The equipment or materials listed below are excess to the needs of this section. Request action be taken to remove responsibility for these items. Submission of this form to the property officer, with the signature of responsible custodian will declare the below item(s) as surplus to the needs of that section. *(Once this form is submitted, the item must not be loaned, moved, transferred, nor destroyed without prior approval from the property officer.)*

Office / Section \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Number: \_\_\_\_\_

Address: \_\_\_\_\_

Physical Location of \_\_\_\_\_  
Property or Supplies

Item#	Property Control Number	Description Make, Model, Serial No., Etc.	Condition Code *

\* Condition Codes: N = New E = Excellent G = Good P = Poor S = Salvage X = Scrap

Print Name & Title  
of Custodian: \_\_\_\_\_

Signature & Date: \_\_\_\_\_